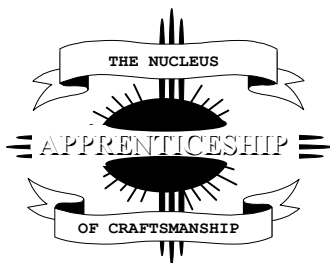




STANDARDS OF APPRENTICESHIP
adopted by

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	(sponsor)	<u>DOT</u>	<u>Term</u>
PIPEFITTER		862.261-010	8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

NOVEMBER 17, 1994

Initial Approval

By: ALAN LINK
Chairman of Council

JANUARY 21, 2000

Addendum Amended

By: PATRICK WOODS
Secretary of Council

JANUARY 21, 2000

Committee Amended

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

NOTE: THE FOLLOWING ADDENDUM SHALL BE SPECIFIED TO THE INDIVIDUAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE AND ITS CRAFTS.

1. GEOGRAPHICAL AREA COVERED:

These standards apply to the following counties or portions of counties:

Beginning at the point where the Columbia River Ship Channel enters the Pacific Ocean; thence east up the Columbia River Ship Channel to a point two and one-half miles south of the city of Woodland, Washington; thence on a straight line east to the intersection with the west boundary line of Klickitat County, Washington; thence south on the Klickitat County line to the southwest corner of Klickitat County; thence east to the point directly north of the Deschutes River; thence south to the Columbia River.

2. MINIMUM QUALIFICATIONS:

Age: All applicants shall be at least eighteen (18) years of age. Applicants shall submit reliable proof of birthdate with the completed application.

Education: a. Must be a high school graduate with a 2.00 cumulative G.P.A. or have a GED of 255 points.
b. Must have completed one (1) full year of high school algebra or equivalent post-high school algebra course(s) with a grade of "C" or better, **OR** must present current math placement test results from a community college facility indicating a placement level beyond high school level algebra.
c. Official GED, high school and/or post-high school transcripts showing courses and grades must be mailed directly to Local 290 Training Center, 20220 SW Teton Avenue, Portland, OR 97062.

Physical: Applicants shall not be considered if they have a physical condition sufficient to impair the person's safety or the safety of others on the job.

Testing: None.

Other: None.

3. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

A. Selection Procedures:

1. Application notice and schedule

a. The committee will accept applications as the need arises, on dates specified by the committee. The number of new apprentices to be accepted shall be determined before starting interviews and will be based on the needs of the industry.

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

- b. Application information will be disseminated according to the committee's affirmative action plan as least thirty (30) days prior to the earliest date of application. Information will:
 - (1) Include the dates, times and location applications will be accepted.
 - (2) List the minimum qualifications for the program, supporting documentation required, and applicable timelines;
 - (3) Provide a general description and duties of the occupation.
- 2. Application process:
 - a. Applications will be provided to interested individuals at the committee's central office located at 20220 SW Teton Avenue, Tualatin, Oregon 97062, and other locations authorized by the committee.
 - b. Individuals must apply in person; applications must be completed and returned on-site.
 - c. Prior to receiving an application, each applicant's name will be entered in the "Applicant Log" which will identify all applications by a log number that corresponds to the application number.
 - d. All supporting documentation must be submitted by the specified deadline.
- 3. Verification of minimum qualifications: All applications and supporting documentation will be reviewed for minimum qualifications.
- 4. Non-qualified applicants: Applicants who do not meet the minimum qualifications will be notified in writing; notification will include the reason for rejection, the requirements for admission to the eligibility pool, and the appeal rights available to the applicant.
- 5. Ranked Pool of Eligibles: Applicants shall be notified to appear for interview by mail. Notification will specify a time and place to appear.
 - a. Qualifying applications will be scored and ranked using fair and objective interviews. A committee will score the personal interview and the combination score will establish the applicant's position on the ranked pool of eligibles.
 - b. These individuals will then be placed in a pool of eligibles in rank order and retained on the list for a period of two (2) years.

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

Individuals may be removed from the pool at an earlier date by their request or following their failure to respond to an apprentice job assignment provided through the placement process.

- c. Applicants who have been accepted in the program shall be afforded a reasonable period of time in light of the customs and practices of the industry for reporting for work. All applicants shall be treated equally in determining such period of time. It shall be the responsibility of the applicant to keep the sponsor informed of his/her current mailing address. A sponsor may restore to the list of eligibles an applicant who has been removed from the list at his/her request or who has failed to respond to an apprenticeship job opportunity.
- 6. Placement process: Individuals will be placed in order of their rank in the pool of eligibles.
- 7. Exceptions:
 - a. A part of the affirmative action program an employer may select a female or minority individual from the ranked pool of eligibles regardless of standing.
 - b. Because of sponsor's geographic jurisdiction, applicants may be selected off the list based on geographic location regardless of standing on the list. The committee will develop a policy to maintain uniformity in the application of this exception.
 - c. An employer may select one eligible applicant by name from the top twenty (20) on the eligibility list and then must take their next apprentice from the top of the eligibility list.
 - d. Employers who have not participated in the training of an apprentice for at least two (2) years may not be required to select from the ranked pool of eligibles. They may select as their initial apprentice, their bone fide employees who meet the minimum qualifications for entry into the trade or craft and have been on their payroll for at least three (3) months prior to the employer's application for an apprentice. Once the initial selection of apprentices has been made, the employer is restricted to a selection from applicants in the pool of eligibles.

B. Affirmative Action Plan:

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

The Southwest Washington Metal Trades Pipefitter Joint Apprenticeship Training Committee reasserts its support and participation in affirmative action. Our Affirmative Action Plan consists of outreach and dissemination of information concerning the recruitment, selection, and training of Metal Trades Pipefitters.

We adopt the following Equal Opportunity Pledge:

"The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and Equal Employment Regulation of the State Apprenticeship and Training Council."

The recruitment, selection, employment, and training of apprentices will include, but not be limited to:

1. Participate in workshops for school and employment service counselors.
2. Cooperate and counsel with secondary and vocational school administrators concerning needs of the industry and how transition of female and minority group students from school to pipe trades apprenticeship can best be accomplished.
3. Disseminate information within the industry to acquaint all involved with the goals of the apprenticeship program and to affect cooperation.
4. Run newspaper ads according to need and practicality.
5. At least thirty (30) days prior to the earliest date of acceptance of applications, notify the following in writing of the date or dates applications will be available.
 - a. The State Apprenticeship Council (SAC) representative serving the program.
 - b. The state supervisor of the B.A.T.
 - c. The local superintendent of the educational service district.
 - d. All state employment service offices in the training area.
6. Use of staff, minority and women journey-level workers, and apprentices to promote the Affirmative action Plan.
7. Engage in programs to educate and train the Training Agents of their responsibilities and the sponsor's responsibilities to meet EEO goals/outlines, Committee Policies and Standards.

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

8. Engage in outreach or other programs that are available and designed to recruit and place minorities and women into sponsor programs.
 - a. Oregon Tradeswoman Network
 - b. Urban League
 - c. N.E. Skills Center (P.C.C.)
 - d. B-Fit (P.C.C.)
9. Grant credit for previous equivalent and legally obtained trade experience or trade related courses for all applicants equally.
 - a. Legally obtained, equivalent experience
 - b. Previous equivalent apprenticeship
10. Advertising trade related program information in media. Trade related advertisements for minority and women should be placed where appropriate at least two (2) times per year.
 - a. The Skanner
 - b. The Portland Observer
 - c. The Oregonian
 - d. Mailings to interested minority and female groups.
 - e. The Columbian of Vancouver, WA.
11. Develop methods to track dropouts' specific reasons for failure to successfully complete the program. Develop monitoring programs to report on existing data re; monthly progress reports, related training and OJT evaluations. Counseling and/or referral to appropriate organization or professional is available through the Coordinator's office. Long term strategies aimed at improving retention and completion of minorities and females will be pursued.
12. Provide training agents, local union officials, foremen, and current journey-level workers the opportunity to participate in diversity training.
 - a. Make available written literature
 - b. Provide journey-level worker training classes
13. Target recruitment of specific women in educational or occupational paths that would indicate a high probability of success in Metal Trades Pipefitter trade related mathematics, physical fitness, and other skills.
 - a. B-Fit (P.C.C.)
 - b. N. E. Skills Center (P.C.C.)
 - c. School-to-Work Outreach

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

d. Oregon Tradeswoman Network

4. TERM OF APPRENTICESHIP:

The term of apprenticeship shall be not less than 8000 hours of reasonably continuous employment.

5. PROBATIONARY PERIOD:

All apprentices employed in accordance with these standards, shall be subject to a probationary period not to exceed the first 1600 hours of employment. During such period, either party to the agreement may terminate the apprenticeship agreement upon written notice.

6. RATIO OF APPRENTICES TO JOURNEYMEN:

The number of apprentices shall not exceed a ratio of one (1) apprentice to the first one (1) journey-level worker in full employment on the job in order to assure adequate training and supervision. Additional apprentices are authorized at the rate of one (1) to five (5) additional journey-level workers.

7. WAGE PROGRESSION:

Apprentice shall be paid on the following percentage in accordance with WAC 296-04-270(2)(c):

1st 1000 hour period	50% of average wage
2nd 1000 hour period	57% of average wage
3rd 1000 hour period	63% of average wage
4th 1000 hour period	69% of average wage
5th 1000 hour period	75% of average wage
6th 1000 hour period	82% of average wage
7th 1000 hour period	88% of average wage
8th 1000 hour period	93% of average wage

The average wage in this occupation will be updated by this Committee at least annually and recorded in the minutes of the Committee.

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

8. **WORK PROCESSES:**

During the period of apprenticeship, the apprentice shall receive such instruction and experience in all branches of the trade as may be available, as is necessary to develop a practical and skilled mechanic who is versed in the theory and practice of this trade. He/she shall perform such duties as are commonly related to an apprenticeship in this trade and shall at all times be under the supervision of a competent journey-level worker. Safe working practices shall be a prime consideration in every work operation.

The following work schedule of work experience of the trade is submitted as a guide and will be followed as closely as trade conditions will permit.

<u>PIPEFITTERS:</u>	<u>DOT #862.261-010</u>	<u>Approximate Hours</u>
Basic pipefitting methods		2000
Manual arc welding, sil-brazing, soldering heliarc welding.....		4000
Soldering, brazing, welding.....		<u>2000</u>
TOTAL HOURS:		8000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS.

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

9. RELATED/SUPPLEMENTAL INSTRUCTION:

- A. Each apprentice shall enroll in and attend classes in subjects related to this trade as approved by the State Board for Community and Technical Colleges, for a minimum of 144 hours per year.
- B. The methods of related/supplemental training consist of one or more of the following:
- (X) Supervised field trips
 - (X) Approved training seminars
 - () A combination of home study and approved correspondence courses
 - () Technical College
 - (X) Community College
 - (X) Training Trust
 - (X) Other:
- C. Hours 216
- D. Satisfactory progress must be maintained in related training classes. (See Section 10, Administrative/Disciplinary Procedures.)
1. Approximately 216 hours of related instruction shall be required each year unless determined otherwise by the appropriate apprenticeship committee. Related training may cover the following subjects:

FIRST YEAR:

a. Safety and health	30 hours
b. Materials	21 hours
c. Applied math and science	144 hours
d. Nomenclature in the shipbuilding industry	9 hours
e. Rigging	12 hours
	<hr/> 216 hours

SECOND YEAR:

a. Welding safety and health, soft solder, sil brazing, oxy-acetylene plate and pipe	108 hours
b. Blueprint reading, drafting and layout	108 hours
	<hr/> 216 hours

THIRD YEAR:

a. Plumbing theory, instrumentation theory, hydraulic theory	108 hours
b. Boilers, refrigeration, hydronics, dock utilities	108 hours
	<hr/> 216 hours

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

FOURTH YEAR:

Advanced welding, Stick welding, Tig welding, and Mig welding 216 hours

10. **ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

General information: Participating employers may require a pre-employment drug screening and a current, valid driver's license. Metal Trades Pipefitting is a physically demanding trade and chemical exposure may be a possibility. First Aid/CPR training is required outside of normal class time and is provided by the Training Center.

- A. In case of failure on the part of the apprentice to fulfill his/her obligations as to classroom attendance, job performance or satisfactory work habits, the Apprenticeship Committee shall have the authority to suspend or revoke the apprentice's agreement. The employer and the union agree to carry out the instructions of the Committee in this regard. The apprentice agrees to abide by any such determination by the Committee, subject to the normal appeal procedures as spelled out in the Forward.
- B. The apprentice shall be evaluated by the Committee every six (6) months to determine eligibility for advancement in the training program and receiving the next scheduled pay increase. In these evaluations, consideration shall be given to school attendance, progress and daily employment of the apprentice. Failure to achieve a passing grade on these evaluations may result in an extension of the apprentice's completion date and a corresponding delay in the apprentice's next pay increase as deemed necessary by the committee.
- C. Text books and material shall be purchased by the apprentice before entering class in the fall. The apprentice will be required to pay all necessary tuition costs each year.
- D. If an apprentice is fired for cause or quits on his/her own, he/she will not be re-dispatched until he/she appears before the Apprenticeship Committee or their designated representative and is subsequently released as eligible for work.
- E. If the apprentice fails to appear before the Apprenticeship Committee after due notice, disciplinary action may be invoked without a hearing.
- F. The apprentice shall read the above instructions and be thoroughly familiarized with the content. The apprentice shall keep a copy for ready reference at all times. The apprentice is cautioned that the penalties are automatic and failure to read the regulations will be no excuse.
- G. **The following are policies of this Committee:**

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

DUTIES OF AN APPRENTICE

The apprentice is required to sign an apprenticeship agreement and apply oneself both on the job and in the related training program and continually strive to become a skilled journey-level worker. The apprentice must not miss work or related training classes except for good cause. The apprentice must comply with the provisions of these standards and any applicable agreement.

1. **EMPLOYMENT OF APPRENTICES**

- a. Apprentices must present a "Termination Slip" to the **Coordinator's office** immediately upon termination of employment.
- b. Apprentices must present a "Termination Slip" to the **Dispatcher** and sign the "OUT OF WORK BOOK" immediately upon termination of employment.
- c. **ALL DISPATCHES** are through the Dispatcher regardless of geographic location.
- d. JATC policy dictates that no apprentice is authorized to terminate his/her employment without prior consent of the Committee. Any apprentice having problems on the job should contact the Coordinator's office to help find solutions to the problem.
- e. If an apprentice is not gainfully employed for the majority of the re-rate period, his/her re-rate may be reviewed by the JATC and subject to a re-rate hold.

2. **EMPLOYMENT AND SCHOOL REQUIREMENTS**

- a. A work week is forty (40) hours and a school week is six (6) hours per week. Both must be maintained adequately.
- b. Any apprentice who is discharged from an employer because he/she does not meet "job qualifications" or "for cause" will be cited to the next regularly scheduled JATC meeting.
- c. **CLASS ATTENDANCE TAKES PRIORITY OVER WORK.** Employers are prohibited from working apprentices shift-work, overtime, or out of town on school nights. If an emergency situation exists on the job, company supervision must contact the

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

Coordinator and submit written documentation on company letterhead.

- d. The JATC may remove the apprentice from class if the apprentice does not work the majority of his/her re-rate period.
- e. Apprentices who are unable to work due to medical reasons may be removed from related training by the JATC unless the following conditions are met:
 - 1) Doctor's prognosis indicates apprentice will be able to get minimum OJT hours for current re-rate period (800 hours). In no case will apprentice miss more than six weeks OJT.
 - 2) Apprentice already has sufficient hours for re-rate in current re-rate period (800 hours). In no case will apprentice miss more than six (6) weeks OJT.
 - 3) Any medical problem that will cause an apprentice to miss more than six (6) months of OJT will require termination of apprenticeship agreement and re-application upon receipt of a medical doctor's release for work.
 - 4) Apprentices seeking "medical leave" shall submit a medical doctor's excuse and sign a release so the JATC may discuss the case with the doctor.
 - 5) Apprentices must present a medical doctor's release for work prior to resuming OJT.
 - 6) When the doctor's prognosis is in error or recovery takes longer than expected, the JATC may remove the apprentice from related training classes.

3. **SCHOOL ATTENDANCE:**

- a. School attendance is mandatory. The Training Centers do have answering machines to leave a message if necessary. Contact your instructor if there is no Training Center phone in your area.

Tualatin Training Center	(503) 691-1997
Salem Training Center	(503) 581-1805
Eugene Training Center	(541) 726-1131
Medford Training Center	(541) 830-8171

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

- b. All school absences must be made up. For an apprentice's first or second absence per term, three hours of curriculum work shall be assigned by the instructor and completed by the apprentice. All additional absences in the school term must be made up at double the time missed, consisting of three (3) hours of curriculum as well as three (3) hours of penalty time. Penalty time is to be made up at the Training Center during normal daytime working hours. When penalty time is made up, the apprentice is responsible to pick up the proper form, see it is completely filled out and signed by the person in charge of penalty time, and delivered to the Training Center office.
- c. If an apprentice misses additional class time after the **fourth** absence, the entire term will be automatically repeated.
- d. The committee recognizes an exception may be granted for response to a legal subpoena as a witness. A subpoena for criminal wrongdoing will not be considered an exception. Make-up time will be outlined in 10.G.3(b) through 10.G.3(f).
- e. Make- up time must be accomplished within thirty (30) days of absence, unless otherwise extended by the Training committee. Failure to make up time within thirty (30) days will result in automatic six (6) months probation, hold of re-rate and double the hours to make up.
- f. At the term end, all time must be made up not later than six (6) days after the last class night of the school period, regardless of the date of the absence.
- g. Classes start promptly at the designated starting time. Voluntary or persistent late arrival will not be permitted. Cancellation of classes in Tualatin due to weather or other abnormal conditions will be announced through the news media, such as KEX 1190 AM (or K103FM) radio. If you are in doubt as to whether or not school is canceled, call the Training Center at 691-1997. IF PCC Sylvania closes evening classes, Tualatin classes will be closed. Check your calendar for term class schedule and holidays; DON'T ASSUME ANYTHING. Call numbers as listed in section 10.G.3.a above or call your instructor.
- h. Tardiness is not tolerated. Tardy time is accumulative per semester and will be counted as a full absence if you reach a total of one (1) hour. Example: if you are late four (4) times, fifteen

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

(15) minutes each time, that equals one (1) hour of tardiness. You are then required to make up three (3) hours.

- i. When an apprentice accumulates two (2) or more absences per semester, he/she may be cited before the JATC to explain the reason for the absences. Although the committee understands an absence may occur as a result of military, birth, death, weather, and religious requirements, it is also understood that ANY absence will be completely made up.
- j. If an apprentice does not meet job qualifications for any reason, he/she will not be allowed to attend class.
- k. WELDING SHOP RULES

- 1). Each student must have the following equipment and clothing in order to participate in the welding shop: Work pants and long sleeve shirt, welder's cap, head cover sufficient to cover the hair, leather work shoes (not athletic shoes), welding hood, welding gloves for welding, and cotton gloves for soldering.
- 2). A shop person will be appointed each class in alphabetical rotation. He/she will assist the instructor in distributing the welding supplies to the class members, and collect these items at the end of the class. The shop person will see all supplies are accounted for and returned to their proper location. The shop person will help cut metal for the next day's class.
- 3). Each student is responsible for his/her work area and assist the adjacent student in cleaning their area at the end of the class period. This includes the area around the welding machines, solder area, beveling machines, and grinding room.
- 4). At the end of the class, each student is responsible for returning all tools, leathers and unused welding rods to their proper place.
- 5). Material: Any material painted yellow is off-limits; no welding coupons are to be left uncut for the next class; material will be used efficiently.

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

- 6) Each student must agree to and sign the Rules and Regulations for Participation in the Welding Shop.

1. **VACATIONS**

Up to three (3) weeks vacation is allowed during scheduled school vacation time only. Anything exceeding three (3) weeks would require approval from the Policy and Rules Subcommittee. Apprentices on the out of work list at the time of vacation shall put a "will notify" on the list for the dispatcher.

m. **REGISTRATION**

- 1) Each apprentice is responsible to register with Mt. Hood Community College and pay tuition to Local 290 Apprenticeship and Journeyman Training Trust.
- 2) Failure to register and pay tuition will result in citation to the JATC and may result in no credit for the term involved.

n. **BREAKS**

Break time is scheduled for each class. Soft drinks, hot drinks, candy, and refrigerated snacks are available in the break-room for a nominal cost. Beverages and food must be consumed in the Break-Room only. Allotted break time must NOT be exceeded.

4. **DRUGS AND ALCOHOL**

- a. There will be no consumption of alcohol, marijuana, or any other drug on school property. Violators will be subject to expulsion from the program.
- b. No apprentice will be allowed to attend class if he/she has consumed any alcoholic beverage prior to the start of class, and there will be NO alcoholic beverages consumed during class hours or at break time.
- c. Any apprentice who is terminated from school or the job for cause pertaining to alcohol or drugs which are not prescribed by a physician will be cited to the JATC.
- d. Once an apprentice has exhausted the drug test appeal process as per the Master Labor Agreement, he/she may at his/her own expense consult a Training Trust approved MRO (medical review

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

officer). The committee will adhere to the recommendations of the MRO. If the recommendation is for a rehabilitation program, the apprentice must enroll in and complete a drug/alcohol rehabilitation program at no expense to the Committee/Training Trust and present documentation to prove his/her participation. The participant will be subject to re-testing, with or without cause, at the Trust's expense, during the balance of his/her apprenticeship. Second failure will result in automatic cancellation.

5. **MONTHLY PROGRESS REPORTS**

- a. Any misrepresentation of OJT hours or forged signatures will result in immediate cancellation.
- b. Progress reports are a vital part of each apprentice's file. They are the record of on-the-job (OJT) hours. It is the apprentice's responsibility to see the reports are promptly and accurately completed as follows:
 - 1) Enter apprentice's name, address, and month at the top.
 - 2) Enter Contractor's name, contractor's phone number and work site, apprentice signature and date on bottom left.
 - 3) The journey-level worker or foreman must complete bottom right section, by signing and printing his/her name and by rating the apprentice as indicated.
 - 4) Column "B" hours are brought forward from previous month's report column "D".
 - 5) The apprentice should fill in the report daily. Each day's hours worked should be broken down into the work process listed in column "A".
 - 6) At the end of the month, the apprentice should total hours across for each work process in column "A" and enter the total in column "C".
 7. Each month, the apprentice should add hours in column "B" to column "C" and enter the total in column "D".
 8. The apprentice should add vertically the hours listed in columns "C" and "D".

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

- c. Progress reports are submitted for each month whether or not the apprentice is working.
- d. Progress reports must be submitted by the tenth of the following month without fail. The apprentice's next re-rate will be held one (1) month for every day a progress report is late.
- e. During the school year all progress reports must be signed by the apprentice's primary instructor and submitted through the instructor. In areas outside Tualatin, reports must be date stamped and mailed by the instructor or area coordinator. During non-school time, such as summer, it is the apprentice's responsibility to submit the progress reports to the Tualatin Training Center. Progress reports will be accepted if they are postmarked on or before the tenth of the month in which they are due.
- f. Any apprentice who has a first time only violation of policy regarding late progress reports may request a conference with the Training Coordinator to discuss the matter. The conference may be in person or by phone. The Training Coordinator has administrative authority granted by the JATC to determine whether or not policy sanctions should apply. Any use of this procedure will be reported to the committee.
- g. The reports are also subject to periodic examination by the Federal Bureau of Apprenticeship and Training (BAT) and the State Apprenticeship and Training Division (ATD), and the Veterans Administration.

6. **RE-RATE POLICY**

- a. Related training and on-the-job training go hand in hand. In order to be re-rated to the next term and rate of pay, an apprentice must meet the following conditions.
 - 1) Passing grade for related training
 - 2) Minimum on-the-job training hours (800 per term)
 - 3) Minimum of six (6) months in the program
- b. Re-rate to 45%, 2nd term, will be a minimum of 6 months from the apprenticeship effective date. Conditions in items 10.G.3.c. through 10.G.3.f must also be met; subject to item "10.G.1.e.

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

- c. Re-rate to 50%, 3rd term, will be a minimum of one (1) year from the apprenticeship effective date (end of one-year probationary period). Conditions in items 10.G.3.c. through 10.G.3.f must also be met; subject to item "10.G.1.e.
- d. Normal re-rate dates are one (1) week after the end of fall term, February 1; and six (6) months from February 1, August 1.
- e. The following may result in the apprentice's re-rate being held and apprenticeship program extended for six (6) months. The apprentice may also be cited before the JATC.
 - 1) Unpaid tuition and/or unpaid books
 - 2) More than two (2) absences
 - 3) Make-up time not completed within thirty (30) days
 - 4) Progress reports not in by the 10th of the following month
 - 5) Below average employer and/or instructor evaluation

7. **VIOLATION OF POLICY**

- a. Cancellation of the apprenticeship agreement may occur at the apprentice's request at any time during the apprenticeship.
- b. During the apprentice's probationary period, the committee may cancel his/her apprenticeship agreement for any reason.
- c. After completion of the probationary period, the committee will cancel an apprentice's apprenticeship agreement only for cause. Where circumstances warrant progressive discipline, the non-probationary apprentice will be given one (1) or two (2) warnings in the form of a citation issued by the Committee. Examples of events that may result in a citation by the Committee include, but are not limited to:
 - 1) Violation of a policy or rule of the Joint Apprenticeship and Training Committee;
 - 2) Absenteeism for tardiness from school or with the apprentice's employer;
 - 3) Scholastic failure;

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

- 4) Unsatisfactory job performance;
- 5) Problems with other apprentices, instructors, co-workers, or supervisors at school or on the job
- d. A non-probationary apprentice can have his/her apprenticeship agreement canceled without progressive discipline for acts, which the Committee deems severe or intentional including, but not limited to:
 - 1) Falsification of documents, cheating, theft, threatening or violent acts, or severe attitude problems during school or on the job;
 - 2) Use of alcohol or controlled substances on school property or at work;
 - 3) Safety violations at school or at work that have the potential of causing injury to the apprentice, co-workers, or the public;
 - 4) Termination for cause by an employer; or
 - 5) Other acts that the Committee feels warrant termination from the apprenticeship program with one or more citations.
- e. If an apprentice is canceled from the apprenticeship program for any reason, the apprentice must wait six (6) months from the cancellation date before re-applying for admission to the apprenticeship program.
- f. First violation of policy resulting in a citation = six (6) months probation
- g. Second violation of policy resulting in a citation = one (1) year probation, subject to cancellation.
- h. Third violation of policy resulting in a citation = CANCELLATION.

8. **APPRENTICE PERSONAL RESPONSIBILITIES:**

- a. Use appropriate care with all training materials and facilities.

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

- b. Help keep classrooms, shop and canteen area (break area) in clean condition. Do a good job on "clean-up" detail in these areas when it is your turn. (See also Welding Shop Rules, 10.G.k.2 through 10.G.k.6)
- c. Papers, candy wrappers, etc., are to be deposited in garbage cans.
- d. Dress with proper attire.
- e. The Training Centers are smoke free zones.

9. **GRADES AND TURNOUT EXAM:** An apprentice must maintain a "C" average grade during is/her full term of apprenticeship training and achieve a grade no lower than a "C" (75%-85%) for each course. The committee, at its discretion, may require an apprentice to retake any class for which a "C" grade or better is not achieved, and hold that individual in rate.

10. **COMPLETION OF APPRENTICESHIP:**

Each apprentice shall take a turn-out exam at the end of his/her apprenticeship. A score of 75% or better will be necessary for a passing grade. If an apprentice receives a score of 70% and above, but less than 75%, the apprentice will be allowed to retake the exam. Re-examination may occur after thirty (30) calendar days, but not more than sixty (60) calendar days past the initial examination. The apprentice is required to take and pass the appropriate state examination within ninety (90) days of successful completion of the school turn-out exam and letter of recommendation from the JATC. In the event the apprentice fails the state exam, it will be mandatory he/she re-enter the JATC related training classes and take the state exam within a six (6) month period of date recommended.

11. **CHANGE OF ADDRESS:**

Each apprentice is held responsible to notify the union hall and the Training Coordinator's office immediately when he/she has a change of address or telephone number. Failure to comply could result in losing a job opportunity when unemployed.

12. **VETERANS:**

Any problems incurred by the apprentice in receiving his/her Veteran's allotment should be handled through the Training Coordinator's office.

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

The staff in the Coordinator's office is the only certifying agent for the VA program, not the employer or instructor. The monthly certification form must be turned in to the Coordinator's office along with the Progress Report, properly signed by the shop foreman or journey-level worker. The veteran's benefit form must show your current rate of pay and the hours worked in order for the Training Center to submit the certification form to the Veterans Administration for payment.

13. **SCHOLARSHIP LOAN AGREEMENTS:**

- a. All apprentices are required to sign a Scholarship Loan Agreement in a form approved by the Trustees of the United Association Local 290 Apprenticeship and Journeymen Training Trust Fund.
- b. An apprentice who fails or refuses to sign a scholarship Loan Agreement will not be allowed to attend school until such time as the Scholarship Loan Agreement is signed and returned to the Training Coordinator.
- c. Refusal to sign a Scholarship Load Agreement can result in termination from the apprenticeship program.

11. **COMPOSITION OF COMMITTEE AND ALTERNATES:**

The Employer Representatives Shall Be:

Jeff Barney, Chairman
Cascade General
PO Box 4367
Portland, OR 97208

Jeff Graham
Cascade General
PO Box 4367
Portland, OR 97208

John Loomis (Alternate)
Cascade General
PO Box 4367
Portland, OR 97208

SOUTHWEST WASHINGTON METAL TRADES PIPEFITTERS
APPRENTICESHIP COMMITTEE

The Employee Representatives Shall Be:

Matt Walters, Secretary
Local 290
20210 SW Teton Avenue
Tualatin, OR 97062

Mike O'Rourke
Local 290
20210 SW Teton Avenue
Tualatin, OR 97062

Richard Taylor (Alternate)
Local 290
4533 SE 73rd
Portland, OR 97206

Paul Clendenin (Alternate)
Local 290
20210 SW Teton Avenue
Tualatin, OR 97062

Al Shropshire (Alternate)
Local 290
20210 SW Teton Avenue
Tualatin, OR 97062

12. SUBCOMMITTEE: (None)

13. TRAINING DIRECTOR/COORDINATOR:

Bob Kimes
20220 SW Teton Avenue
Portland, OR 97062